

**ADMINISTRATION DEPARTMENT  
CONFLICT OF INTEREST CODE**

**APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
Director	Plan, direct and coordinate the preparation of consistent citywide policies; serves as liaison officer for the Chief Operating Officer to the City Clerk's office; plans and coordinates citywide grants management; assists the Chief Operating Officer as required. Oversees Mayor's Scheduling and reception staff.	1
Scheduling Director	Maintain daily, weekly, monthly and long term calendars; field all requests and schedule all events, meetings, engagements and appearances; coordinate logistics for all events, meetings, engagements and appearances; coordinate itineraries and travel arrangements as needed.	1
Assistant Scheduling Director	Maintain daily, weekly, monthly and long term calendars; field all requests and schedule all events, meetings, engagements and appearances; respond to all invitations; track and record all invitations received; assist the Scheduling Director as needed.	1
Office Assistant	Provides support to the Mayor's Office and assists the Program Manager and Budget Analyst with various projects as well as clerical duties.	2
Mentor Protégé Program Manager	Facilitates an effective working relationship between leaders of mature established construction companies (mentor) and emerging minority and women owned construction companies (protégé) in order for the protégé to benefit from the knowledge and experience of the established mentor company.	2
Equal Opportunity Contracting Program Manager	Plans, oversees and administers the City's Equal Opportunity Contracting Program (EOC). Approves EOC section of requests for Council / Mayoral Actions.	2
Consultant	Performs consultant services for the Equal Opportunity Contracting Program.	3

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**APPENDIX B  
DISCLOSURE CATEGORIES**

**CATEGORY 1:**

- a. All reportable investments and business positions in any firm or business entity that supplies goods or services to The City of San Diego, or is granted authority by The City of San Diego to use facilities.
- b. All reportable investments, business positions, and income from sources located in or doing business in The City of San Diego.
- c. All reportable interest in real property located in the City of San Diego, including property located with a two-mile radius of any property owned or used by The City of San Diego.
- d. All reportable Interests in real property owned or used by any person or business entity that supplies goods or services to the City of San Diego, that is a tenant of The City of San Diego, or is granted authority by The City of San Diego to use City facilities.
- e. All reportable income, including gifts, from any person or business entity that supplies goods or services to The City of San Diego, that is a tenant of The City of San Diego, or is granted authority by The City of San Diego to use City facilities.

**CATEGORY 2:**

- a. Investments and business position in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
- b. Income and gifts from any person or business entity that supplies goods or services to The City of San Diego, that is a tenant of The City of San Diego, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
- c. Interests in real property owned or used by any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.

**CATEGORY 3:**

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation:

The Director may determine in writing that a particular consultant, although a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.